

STATINTL

Ms. Betty J. Hall, President Elect
National Capital Chapter
Association of Records Managers
and Administrators
Post Office Box 89
Washington, D. C. 20044

Dear Ms. Hall:

It is with a great deal of pleasure that I nominate
[redacted] for the 1976 Federal Paperwork
Management Awards.

[redacted] is a key executive in our Information
Services Group. He has unique skills and expertise in
the records field, particularly in applying technology
to problems of information storage and retrieval. His
creative and imaginative accomplishments have resulted
in substantial cost savings and improvements in our
paperwork management. I am convinced that he fully
merits the recognition which is provided by this
excellent awards program.

Sincerely,

George Bush
Director

Enclosures

Distribution:

Orig - Adse

1 - DCI

1 - DDCI

1 - ER

2 - DDA

1 - D/Pers

1 - DDO/SS/ISG via

DDO/CMG

1 - OPF - [redacted]

2 - C/BSD [redacted]

OP/BSD [redacted] : gec (29 Jul 76)

Originator: _____

Director of Personnel

Concur: _____

Deputy Director
for
Administration

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NCMINEE SUMMARY SHEET

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screening and judging
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(Signature)

Name _____

Position Title

Agency Central Intelligence Agency

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DIGEST

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[redacted] played a uniquely significant part in the development of two complementary information storage and retrieval systems required for the Operations Directorate of the Central Intelligence Agency to carry out its foreign intelligence mission and to discharge its responsibility to maintain a central counterintelligence index for the U. S. Government.

The first system is the automated document information storage and retrieval system whereby documents are filmed, the information compactly stored on film strips, and information retrieval effected as required, on aperture cards or microfiche. The system has led to substantial savings over the older manual system along with tighter security and management controls. Its capability for aperture card or microfiche reproduction has been particularly useful to overseas stations in providing ready reference in compact storageable form.

The second system is the related Special Trace and Retrieval System (STAR), an automated index of names, with supporting information of persons of counterintelligence interest. Its carefully programmed computerized data base can be quickly tapped by authorized operators using terminals when name trace requirements are received from within CIA or from other U. S. Government agencies. It also provides a base of data and the computer programs to retrieve collections of records by attributes other than personal names. Its development has led to higher quality and more comprehensive name searches in shorter time periods and the elimination of the requirements backlog inherent in the manual system. An overall reduction of personnel performing index services has also been effected. In addition, the development of the STAR data base with a microfiche back-up enabled the Operations Directorate to destroy millions of index cards with a resultant freeing of urgently needed floor space. It is difficult, if not impossible, to quantify precisely [redacted] contributions in terms of savings in money, personnel and space. A conservative estimate of savings resulting from the development of the two systems would be at least 50 man years and a half million dollars annually, assuming current services and volume of workload had to be performed under old manual systems.

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[redacted] is the recipient of numerous commendations for his work including the Agency's Certificate of Distinction. One particularly noteworthy commendation concerns his key role in a crash program in 1975 to provide immediate traces on nearly 80,000 Vietnamese names in connection with the refugee resettlement program. For his role in this successful program, [redacted] on 29 January 1976 received a letter of appreciation from the President of the United States commending his outstanding and dedicated service.

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DESCRIPTION OF ACCOMPLISHMENTS

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[] joined CIA in August 1951 and subsequently served in a number of records management jobs. While carrying out his assignments, [] demonstrated an intense zeal to improve the records system. He constantly sought to employ the latest techniques and took numerous training courses to keep abreast of new developments and technology in the records field. As a result, [] is now recognized as one with unique skills and experience in the records field, particularly his ability to apply machine methods in solving records problems in the Operations Directorate.

[] made significant contributions to the Operations Directorate's development of two complementary information storage and retrieval systems which represent major advances in technology and systems design and successfully solved special operational intelligence handling requirements. These two systems have had direct and indirect influence on other CIA directorates, other U. S. Government agencies, and foreign intelligence services.

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[redacted] contribution to the developments described above has been primarily managerial rather than technical. It was essential to the successful development of these systems that a bridge be built between planning and operating elements to mesh the numerous manual procedures and automated functions of a wide variety of processing components with the overall design scheme of STAR and the operation of the microform storage and retrieval system. [redacted] utilizing tact and diplomacy, plus the ability to relate technical intricacies to information problems was the indispensable link between the planners and programmers on the one hand, and clerical and analyst personnel responsible for operations on the other. He was instrumental in achieving harmony and a sense of common purpose to make the system work for the good of the Agency and the U. S. intelligence community.

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For his outstanding achievement, [redacted] was awarded the Agency's Certificate of Distinction in 1974. As stated in his citation, this award was made to [redacted] "in recognition of his significant contribution to the development and successful operation of unique data processing systems in support of Central Intelligence Agency activities. His efforts in translating technical concepts into operational realities, as well as his managerial skill in organizing for a dramatic change in providing operating support, have been of utmost importance. [redacted] overall performance and the quality of his work reflect credit on him and the Federal service."

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[redacted] was also awarded a Quality Step Increase for sustained superior performance and he has received five letters of appreciation and commendation during 1975 and 1976 for his work in the records field. One particularly noteworthy commendation concerns his key role in a crash program in 1975 to provide immediate traces on nearly 80,000 Vietnamese names in connection with the refugee resettlement program. For his role in this successful program, [redacted] on 29 January 1976 received a letter of appreciation from the President of the United States commending his outstanding and dedicated service.

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